



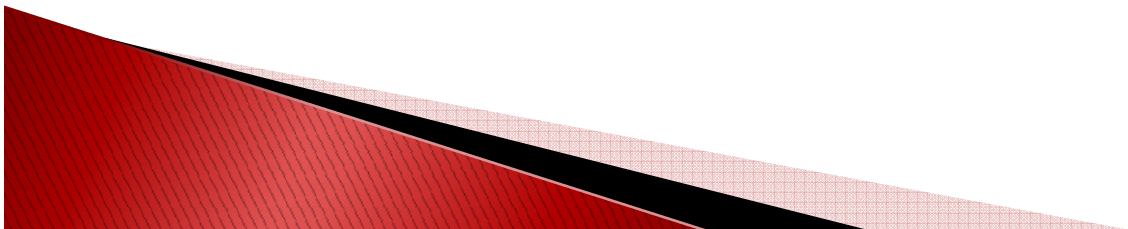
Individual Artist Program Grant

Information and Grant Writing Tips



About the Program...

- ★ The Individual Artist Program (IAP) grant is designed to support individual artists in specific disciplines for specific project-related costs, which will have a positive impact on the *artist's* career
- ★ NOT community projects!

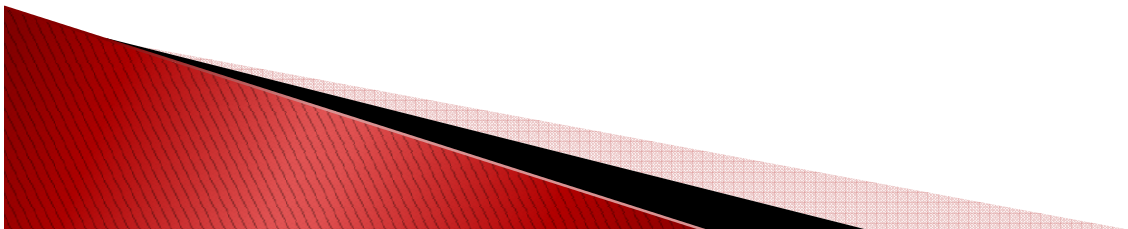


About the Program...

- ★ Artists may request up to \$2,000

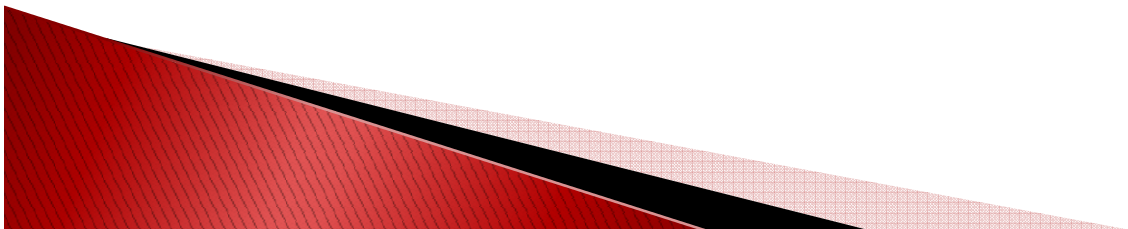
- ★ NO MATCH!

- ★ Eligible project ideas are flexible to respond to the artists' ideas and direction



About the Program...

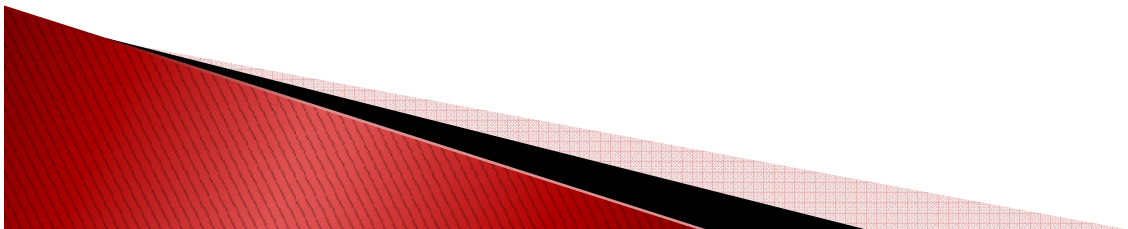
- ★ Applicants must plan a project, or phase of the project which can be realized within the requested budget and completed within the grant period
- ★ July 1, 2014 – June 30, 2015 (Grant Period)



Who Can Apply...

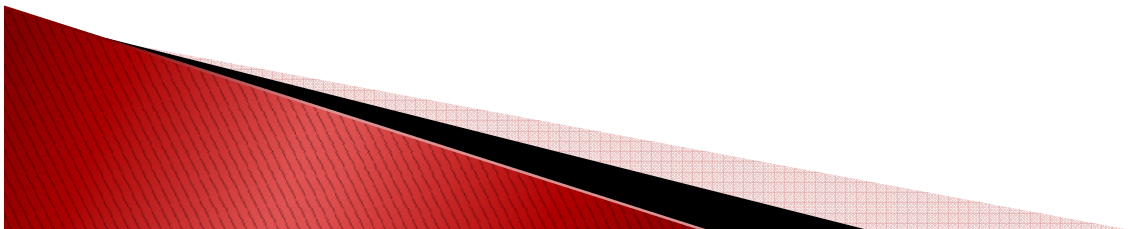


- ★ Anyone 18 years or older
- ★ Lived in Indiana for at least 1 year prior to the date of the application
- ★ Must remain a resident of Indiana during the granting period



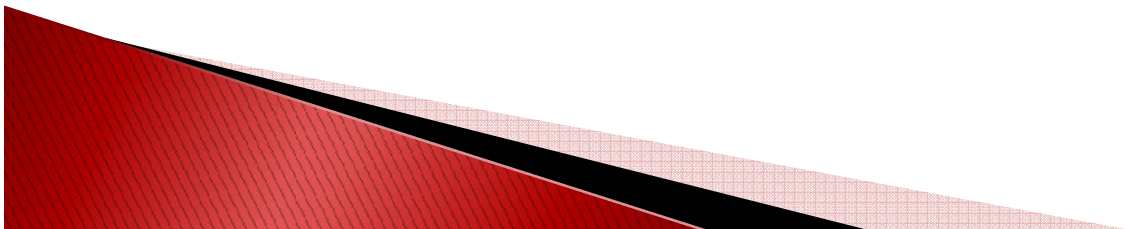
Who is NOT Eligible...

- ★ Students enrolled in a degree granting program as of Feb. 7, 2014
- ★ 2 or more applying as part of collaboration to pool funds for the same project
- ★ An IAP grantee for the current year



Available Disciplines

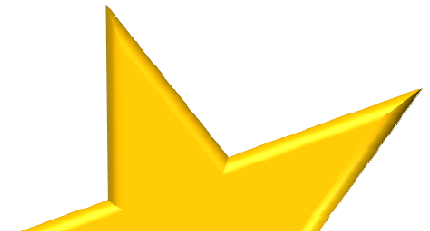
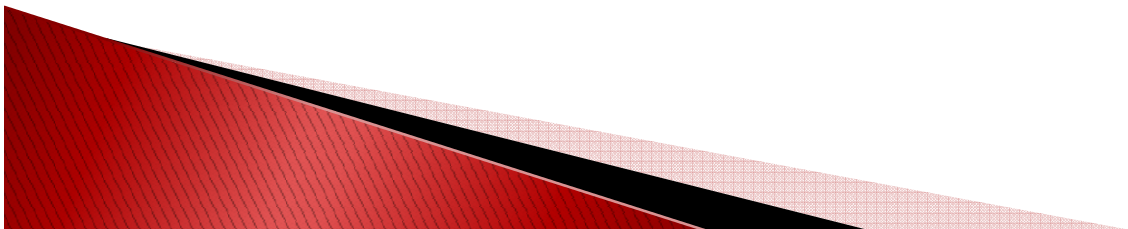
- ★ Craft, Design, Media Arts, Photography, Visual Arts
- ★ Folk Artists in any of the above disciplines
- ★ Access artists in any of the above disciplines



Preparing a Successful Application

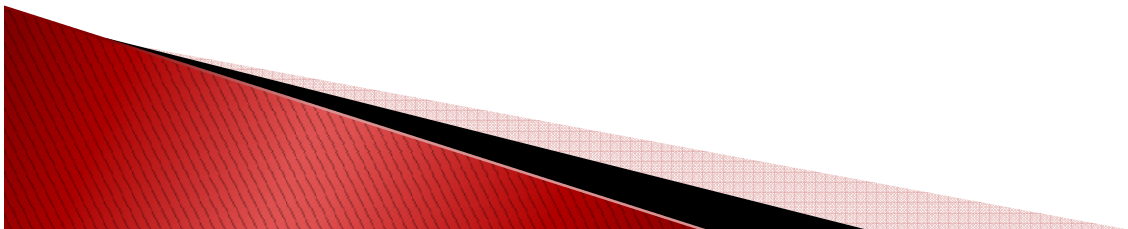
Getting Started

- ★ Read all instructional material *thoroughly* before you begin preparing your application
- ★ Knowledge is power!
- ★ Don't make assumptions – ask questions



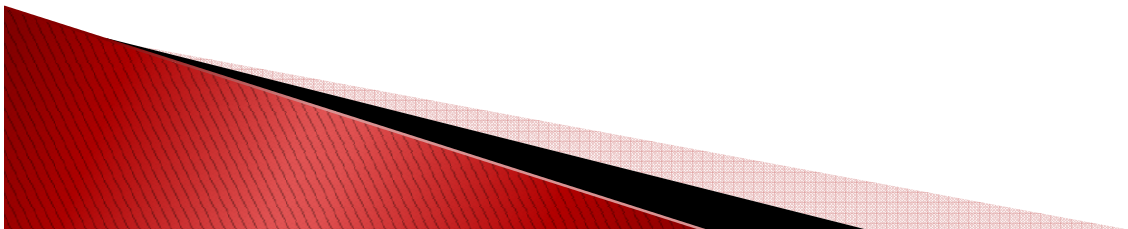
Getting Started

- ★ If you are an artist with a disability, staff members are always available to accommodate more specific needs
- ★ Consider/investigate how a grant might affect any assistance you receive



Application Development

- ★ Successful applications contain clear, concisely written descriptions of your project and demonstrates how it meets all guidelines and evaluation criteria
- ★ Avoid jargon or abbreviations



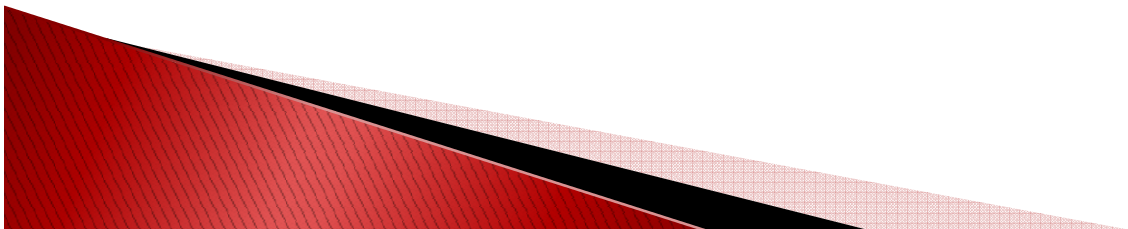
Application Development

- ★ Write as if the reader does not know about you or your project
- ★ The narrative, timeline and budget must reflect one another and be realistic
- ★ Make sure your income and expense totals match!



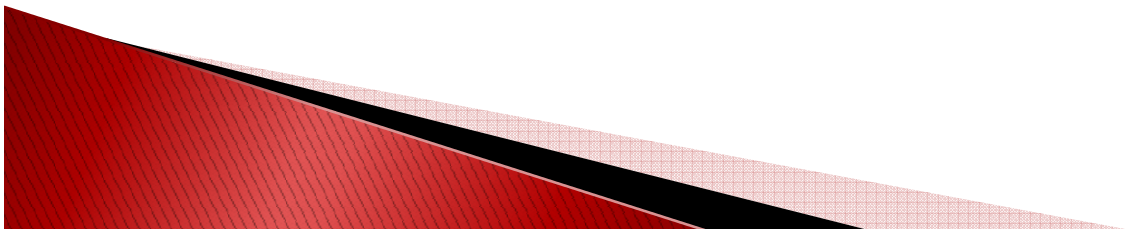
Key Points to Remember...

- ★ Express with confidence. Use terms such as can and will, rather than would or could
- ★ Use clearly expressed facts and statements
- ★ Answer the question that is asked



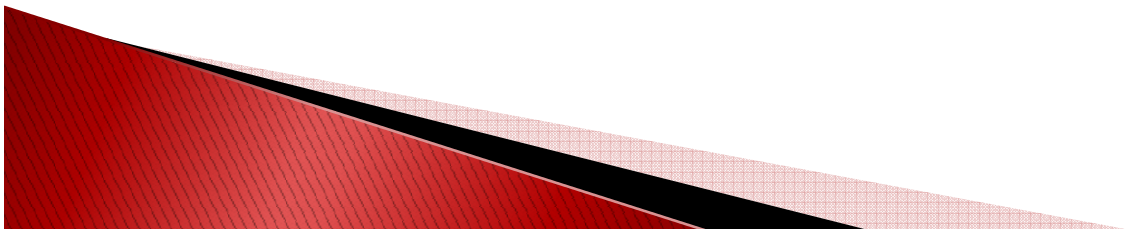
Key Points to Remember...

- ★ Use phrasing that gets the reader excited about the project
- ★ All parts of the application must be completed
- ★ You are competing against the criteria, not the other applicants



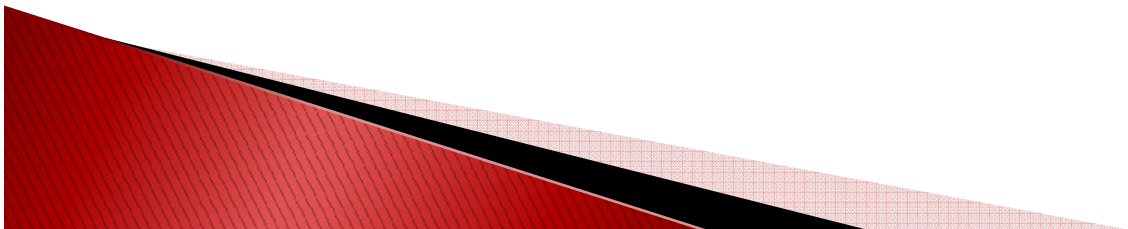
Artistic Documentation

- ★ Each application must be accompanied by artistic documentation (digital images, written samples, etc.) so the panel may determine quality
- ★ Documentation is used to determine the quality of your work and may not “lobby” the panelists



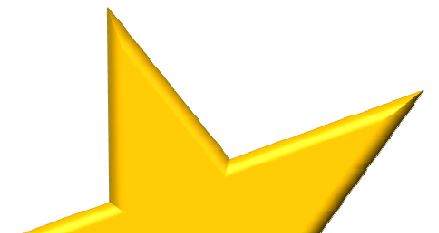
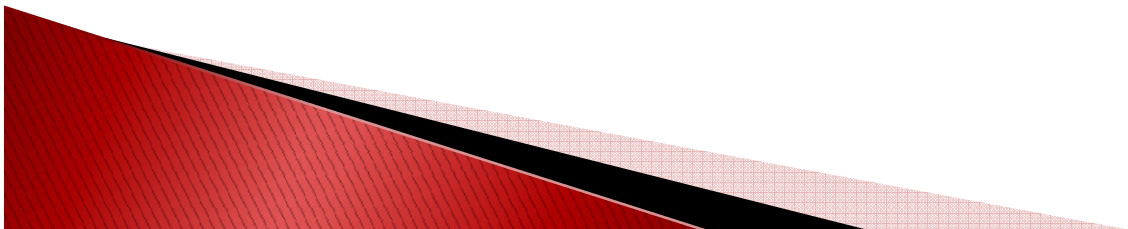
Artistic Documentation

- ★ Read the guidelines carefully to identify the limitations of quantity and format
- ★ Work selected as documentation must be recent - produced by the applying artist *after* February 7, 2011 (3 years)



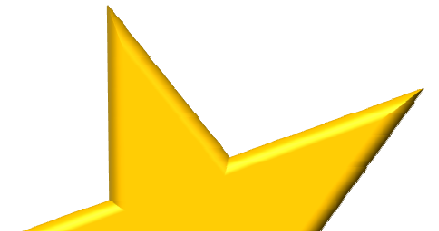
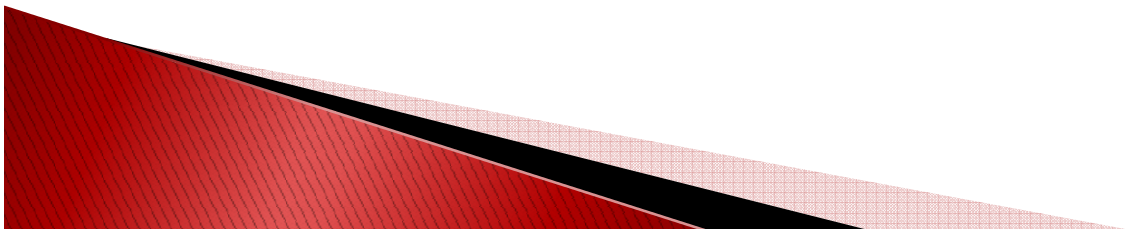
Application Revision

- ★ Have someone not closely associated with the project read a draft of the application to see if it communicates what is intended
- ★ Re-read the guidelines and make sure all components are addressed



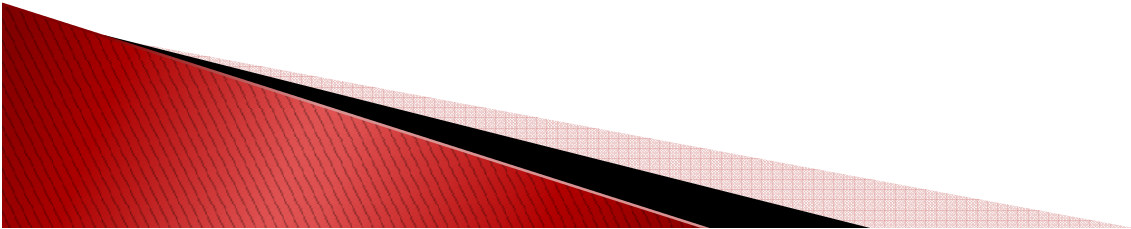
Application Revision

- ★ Make all appropriate revisions BEFORE the established deadline
- ★ Revisions should be considered well before the deadline
- ★ All deadlines and submissions are final



Submitting Your Application



- ★ All submissions must be made through the IAC's online grants system
 - ★ No paper copies will be accepted, regardless of your situation
 - ★ Be mindful of potential internet issues, don't wait until the last minute to apply!
- 

Dates to Remember...

★ ***July 1, 2014 – June 30, 2015***

Grant period

★ ***Friday, January 17, 2014 –***

Draft review deadline for NEW applicants only
(optional)

★ ***Thursday, February 7, 2014 –***

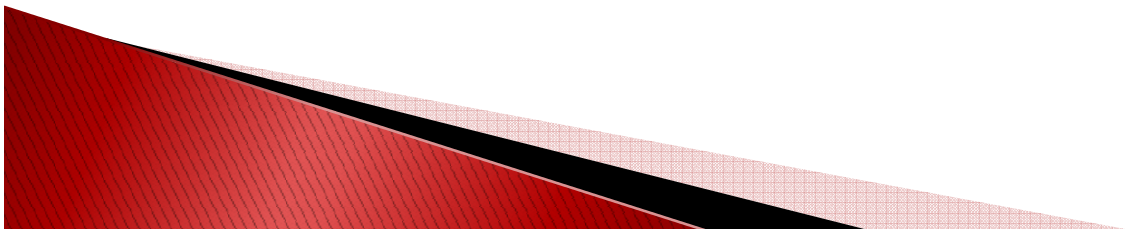
Application deadline (late applications will NOT
be accepted)



Criteria and Review Process

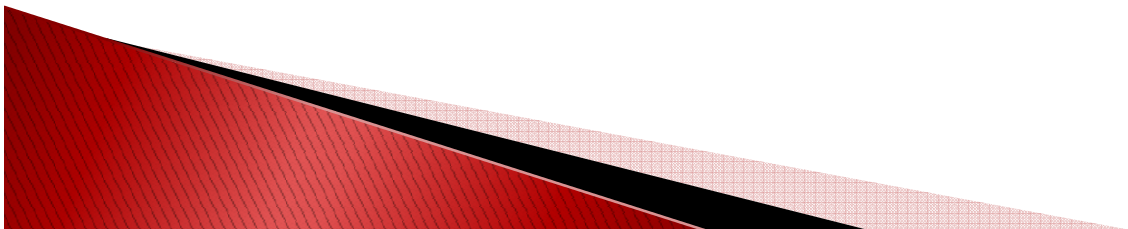
How Proposals are Evaluated

- ★ Applications are reviewed by panel of your peers – community volunteers, artists, Indiana arts professionals
- ★ Each application will receive a score up to 100 points



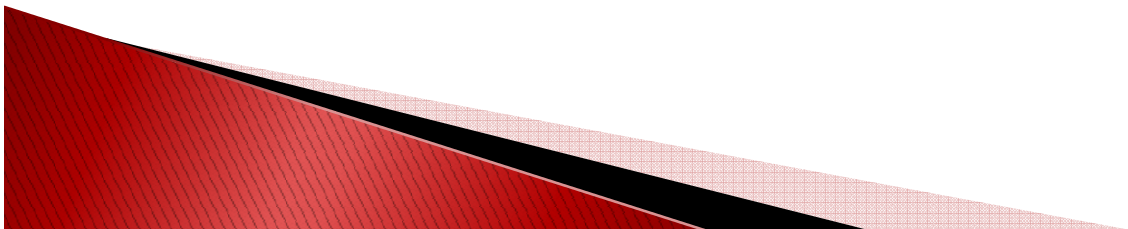
How Proposals are Evaluated

- ★ Scores will be based on 4 criteria areas
- ★ It is the responsibility of the applicant to become familiar with the criteria and make their case accordingly

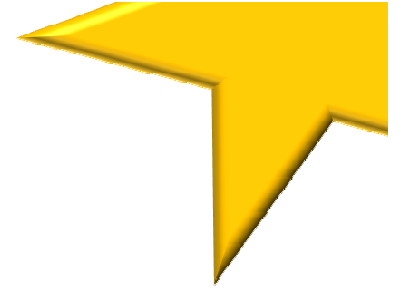


Scoring Criteria

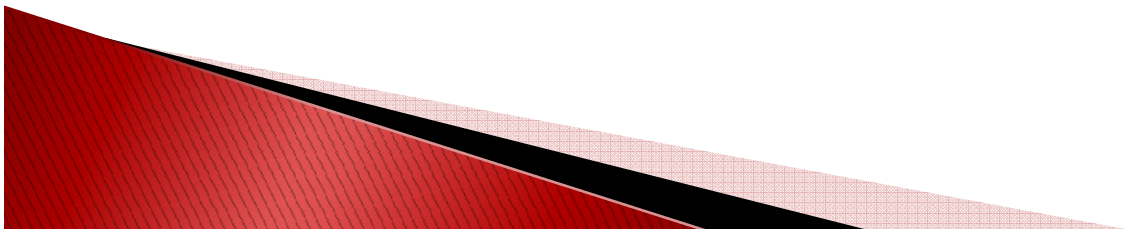
- ★ Impact of the project on the artist's growth and career development (35pts)
- ★ Feasibility of project completion (30pts)
- ★ Quality of artist's work (25pts)
- ★ Public Benefit is evident/active (10pts)



Panel Review

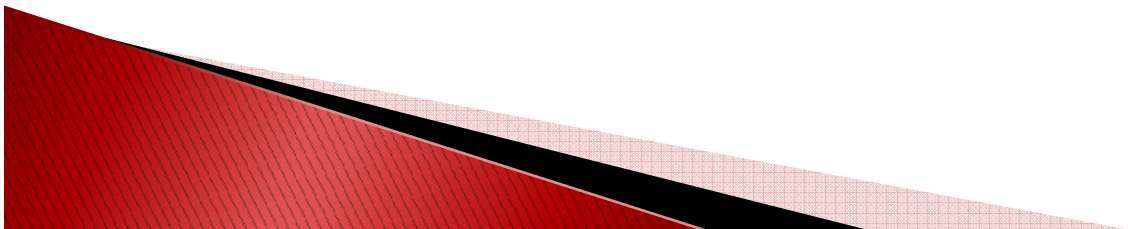


- ★ Panelists review each application online and assign a total score
- ★ Panel meetings will be convened in the spring of 2013
- ★ Meetings are open to the public for observation and may be recorded
- ★ Applicants are invited and encouraged to attend as observers



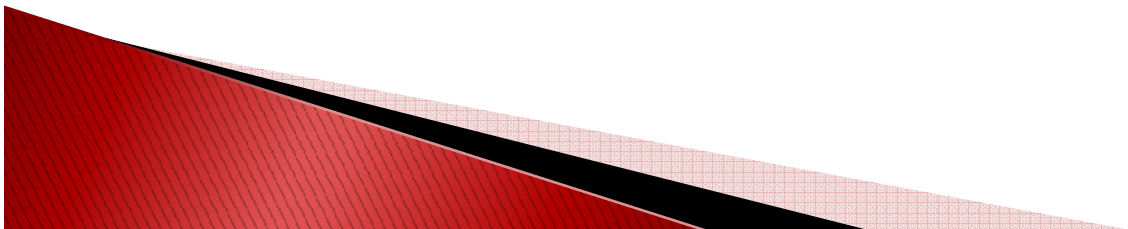
Funding Recommendations

- ★ Applications with the highest final scores will be considered for funding
- ★ The Commission will review and ratify funding recommendations made by the panel during the June 2014 business meeting



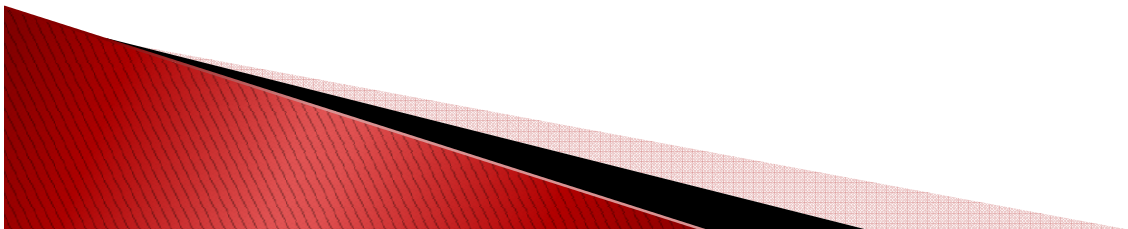
Notifications

- ★ All applicants will be notified of grant decisions after the scores have been ratified
- ★ Grantees will receive an award letter, grant agreement, and instructions for completing other necessary forms



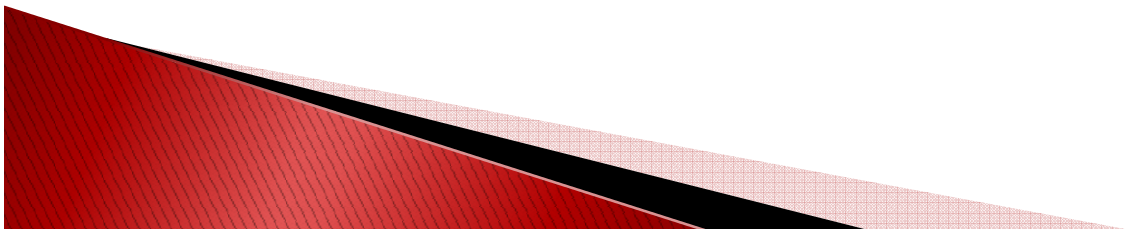
Payments

- ★ Payment will not be processed until all required paperwork is completed and returned
- ★ 75% issued up front
- ★ It can take 60-90 days for 1st payment to be deposited...plan/prepare accordingly



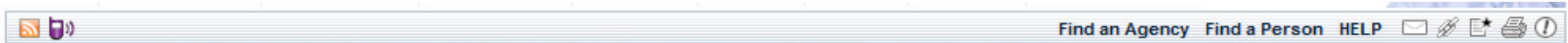
Managing Your Grant

- ★ Grant paperwork and clearance
- ★ Grant payments
- ★ Acknowledgement of public funding
- ★ Changes to the project
- ★ Tax responsibility



Completing an Online Application

www.in.gov/arts



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Indiana Arts Commission

Connecting People to the Arts



Online Services

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IAC Home

- About the Commission
- Accessibility Resources & Opportunities
- Advocacy
- Arts Education
- Arts Opportunities & Events
- Arts Trust & License Plate
- Contact Us
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- Photo Gallery
- Workshops


Grants

- Access Online Applications & Reports
- Deadlines & Panel Meetings
- FAQs
- For Applicants
- For Current Grantees
- Grants Awarded
- Serve as a Grant Panelist

Partnerships

- Arts Connection Engine
- ArtsWork Indiana
- Governor's Arts Awards
- Indiana Artisan
- Indiana Cultural Districts
- Poet Laureate
- Regional Arts Partners
- Traditional Arts Indiana

Sign up to receive e-mail and wireless updates from IAC



FY2012 Individual Artist Program application & guidelines now available.

Disciplines accepted: Literature, Music, Theatre, Dance and Folk Arts related to the disciplines listed here.

[learn more](#)

Artwork by FY2011 IAP grantee Artur Silva


Hoosier artists encouraged to apply for IAC Individual Artist Program grants

The Indiana Arts Commission (IAC) recently announced that Hoosier artists in selected disciplines have until February 14, 2011 to submit applications for the IAC's Individual Artist Program (IAP) grant.

Artists are encouraged to thoroughly read the program guidelines on the IAC website, and note there are significant changes in artistic disciplines that will be accepted for application during the next grant period. The guidelines can be found at: www.in.gov/arts/individualartistprogram.htm.

Eligible projects will only be considered in the areas of: dance, theater, literature, music, and folk arts related to the traditional disciplines here. This marks the second year the IAC has staggered eligible disciplines in the grant program.

[Read the full story.](#)



Mixed media by Lynette Waters-Whitesell, a FY2011 IAP grantee in Visual Arts.

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IAP Spotlight

William Baer Media Arts

Three Generations of Imbeciles is a screenplay adaptation by William Baer of his own play of the same title. It tells the fictional story of a young lawyer in 1927 who contests one of the 70,000 forced sterilizations which the U.S. government supported in the 20th Century.

Organizational Spotlight



Wayne County Historical Museum


This gem of a museum is like a miniature Smithsonian, NY Metropolitan and Williamsburg all rolled into one. Exhibits include two log cabins, a genuine Conestoga wagon, superb collection of early Richmond made autos, a Davis airplane and a 3000 year Egyptian mummy. Gift shop and eight buildings on campus.

Upcoming Deadlines & Events

[View All Events »](#)


Arts Commission now accepting nominations for the 2011 Governor's Arts Awards

"Access Online Applications and Reports"

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Connecting People to the Arts



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IAC > Access Online Applications & Reports

Access Online Applications & Reports

How to Use the IAC Online Grants System

Applicants can access online applications by clicking on the link below. Read the [program guidelines](#) before beginning an application. All applicants must create a username and password to access the online grants system. If you are a returning user, sign in with your existing username and password.

- [FAQs](#)

Grantees can access quarterly, final and/or interim reports by clickign on the link below and selecting the header noting their fiscal year and program . All reports are to be submitted online unless otherwise noted in the guidelines. Grantees should sign in using their existing username and password information.

Accessing the IAC Online Grants System

[Click here](#) to access the IAC's Online Grant System

- Once you've logged into the system, click on "Current Programs and Applications" to review the active programs an scroll down to the appropriate program/fiscal year header.
- Note: Regional Initiative Grant Program (RIG) - For FY2011, regions 4, 7, 8 and 12 have applied through the IAC's online grant system. Guidelines vary by region, so please contact our regional services manager for more information. If you are from a region outside of those listed, contact your regional services manager for information on how to apply. [Click here for regional contact information.](#)

Technical Assistance

For technical assistance, please contact April Blevins at 317-232-1278 or ablevins@iac.in.gov


Online Services

FIRST IN LINE EVERY TIME

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IAP Spotlight



Steven W. Sickles Visual Arts
This project is conceived to cover the cost of the construction of five large scale canvases. These panels will allow the further exploration of the abstract-expressionistic style favored by the artist. These canvases, by virtue of their size, are intended as public works.

Organizational Spotlight



Embassy Theatre
Built in 1928, the historic Embassy Theatre features Broadway productions, headliner concerts, educational programming, community events and cinema. The Embassy and adjoining Indiana Hotel play host to a myriad of professional, social and community events each year. From the annual Festival of Trees to corporate meetings and weddings, the historic building is the perfect backdrop for every event.

<http://indiana.cgweb.org/>



Indiana Arts Commission

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October 30th, 2009

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Submitting Artistic Documentation

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Tech Tips

Welcome to the Indiana Arts Commission's Online Grant System!

Before starting the application or reporting process, be sure to visit www.in.gov/arts for complete program eligibility requirements and guidelines.

If you are new to the IAC's Online Grant System, you will need to create a profile to access applications.


The following tips will assist you in navigating the grants system:

- Select "Current Programs and Applications" to access an application.
- If your application requires artistic documentation, go to "Manage Work Samples" and upload your files. These files will then be selected as part of your application.
- To preview your application, you will need the most recent version of Adobe Acrobat Reader. This is a free application available at the Adobe website - www.adobe.com.

Questions?
Questions regarding the program or application content should be directed to the program manager. If you need technical assistance with an application or artistic documentation, contact the grants manager at grantsadmin@iac.in.gov or 317-232-1278.

New to the site?
[Click Here to create a new profile.](#)

Log in page

**Indiana Arts Commission**

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November 19th, 2012

Tech Tips

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Password:

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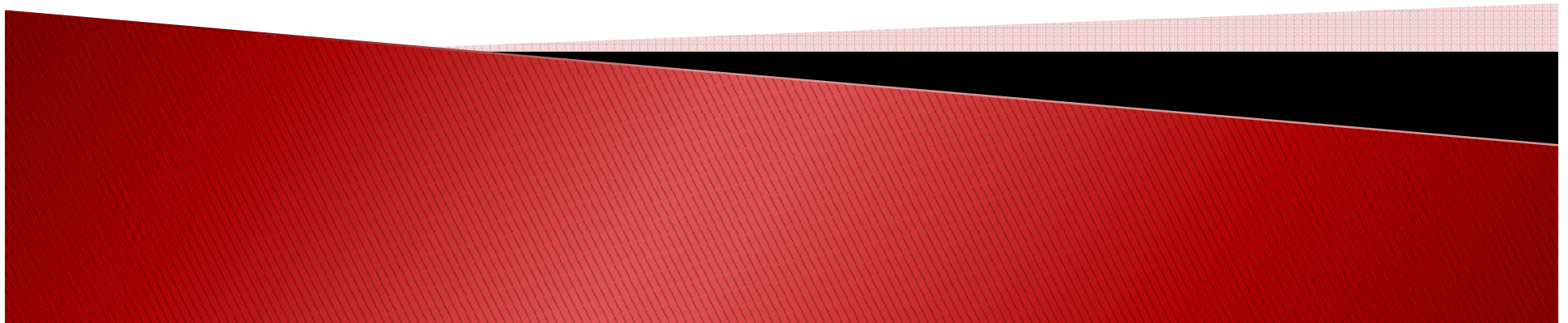
Forgot your Username or Password?

Enter your email address:

Remind me!

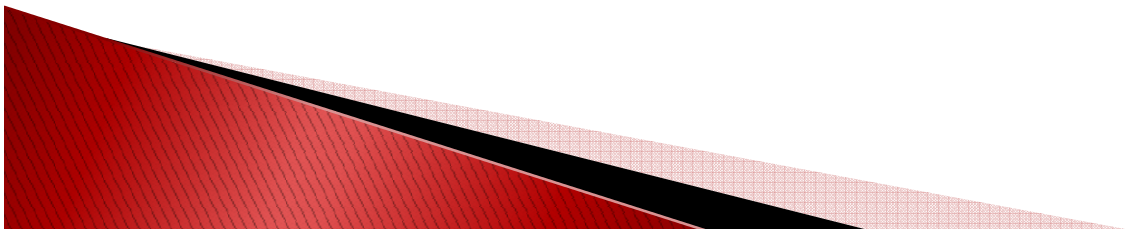
Here to the site?
Click Here to create a new profile.

[Terms of Use](#) [Privacy Policy](#)



Accessing the IAP Application

- ★ When you log in, select “Current Programs and Applications”, then scroll down to the Individual Artist Program link and click “Start an application”
- ★ A number will be assigned to your application.



Find the right program

Submitting Artistic
Documentation

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This program was developed to help support curriculum needs, increase overall student performance, and develop a long-term commitment to the arts in schools at the primary and secondary levels. Schools will be asked to develop a working partnership with an artist, organization, business or group to help develop and implement a successful project. All projects should meet current state curriculum standards.

To review the guidelines for this program, go to <http://www.in.gov/arts/artsineducation.htm>.

Available: August 16th, 2011
Final Submission Deadline: October 19th, 2011

Indiana Black History Public Art Legacy Project

The General Assembly has mandated a Black History Display in the Indiana State House. The Indiana Department of Administration (IDOA) and its partners, with the concurrence of the Indiana Black Legislative Caucus, have determined that a public art legacy project should be created and installed in the Indiana State House, located in Indianapolis, Indiana.

For more information on the subjects for this project and how to apply, visit: www.in.gov/history/4043.htm

Available: April 1st, 2012
Final Submission Deadline: June 18th, 2012
EDIT Application #130001 (IN PROGRESS) - PDF

FY2014 Individual Artist Program

The Individual Artist Program (IAP) was created in 1999 to provide support to artists in all disciplines for career development projects. The program cycle runs from July 1 to June 30 and offers flexibility to respond to artists' needs and goals. Applicants may request up to \$2,000 for a project, or phase of a project, which can be realized within the requested budget and completed within the proposed timeline.

To review the guidelines for this program, go to <http://www.in.gov/arts/individualartistprogram.htm>.

The IAP program will only accept applications in the Crafts, Design, Media Arts, Photography, and Visual Arts disciplines on odd fiscal years and applications in the Dance, Literature, Music, and Theatre disciplines in the even fiscal years. Folk arts and access applications will be paneled with the corresponding discipline (for example, a folk art painter's application will be reviewed in the Visual Arts panel).

Available: November 2nd, 2012
Draft Review Deadline: January 21st, 2013
Final Submission Deadline: February 7th, 2013
EDIT Application #140001 (IN PROGRESS) - PDF

FY2013 Individual Artist Program


The Individual Artist Program (IAP) was created in 1999 to provide support to artists in all disciplines for career development projects. The program cycle runs from July 1 to June 30 and offers flexibility to respond to artists' needs and goals. Applicants may request up to \$2,000 for a project, or phase of a project, which can be realized within the requested budget and completed within the proposed timeline.

To review the guidelines for this program, go to <http://www.in.gov/arts/2474.htm>.

The IAP program will only accept applications in the Crafts, Design, Media Arts, Photography, and Visual Arts disciplines on odd fiscal years and applications in the Dance, Literature, Music, and Theatre disciplines in the even fiscal years. Folk arts applications will be paneled with the corresponding discipline (for example, a folk art painter's application will be reviewed in the Visual Arts panel and the panel will include a folk arts specialist).

Available: November 1st, 2011
Draft Review Deadline: January 19th, 2012
Final Submission Deadline: February 13th, 2012
EDIT Application #130001 (FUNDED) - PDF

Navigation page

**Indiana Arts Commission**
April Blevins - April Blevins

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Invitational Password:
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FY2014 Individual Artist Program #140001
Application Pages

- **Before You Begin**
- Applicant Profile
- Artist Access
- Applicant Information
- Narrative
- Task Timeline
- Projected Project Budget - Income
- Narrative for Project Income
- Projected Project Budget - Expenses
- Narrative for Project Expenses
- Projected Demographics
- Projected Public Benefit Activities & Participation
- Artist Resume and Project Synopsis
- Artistic Documentation
- Artistic Documentation - Video
- Application Checklist
- Submit Application

Before You Begin

1. Before you begin your application, please review the guidelines and expectations for this program to ensure eligibility.
2. When completing your online application, save often. It is especially important to remember to save frequently when completing lengthy narrative areas, walking away from your computer, logging out of the system, or moving to a new page. Once you have saved your data, you can log back into the system to continue at any time.
3. When you complete your profile within the online system, remember that all communication through the IAC's Online Grant System is sent to the email address you provide for your account. This information can be changed by selecting the "Profile" button on the left navigation. You will receive a notification email when you start the application and when you submit it. If you do not receive these emails, please contact the IAC immediately.
4. Narrative questions within the application have limitations on character count. Exceeding this limit will result in your text being cut off. Applicants should also note that copying and pasting text from other applications can cause issues with character count and typos. If you do copy and paste, make sure you proof your content for errors. The IAC also recommends that each applicant review the PDF of the application before submitting the application as panelists view the application in this format.
5. The IAC recommends starting and submitting your application prior to the deadline date as it cannot be extended for computer problems, personal issues, etc.
6. If you have questions regarding any areas of the content within the application, please contact Susan Britsch at 317-232-1281 or sbritsch@iac.in.gov for assistance. Any technical issues with the online system should be directed to the grants manager at grantsadmin@iac.in.gov or 317-232-1278.

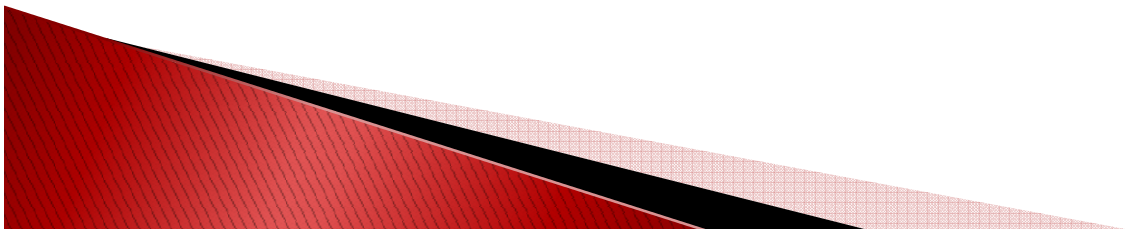
[Save Work](#)
Did I Complete This Page?

[VIEW PDF](#) [Next Section](#)

Application Pages

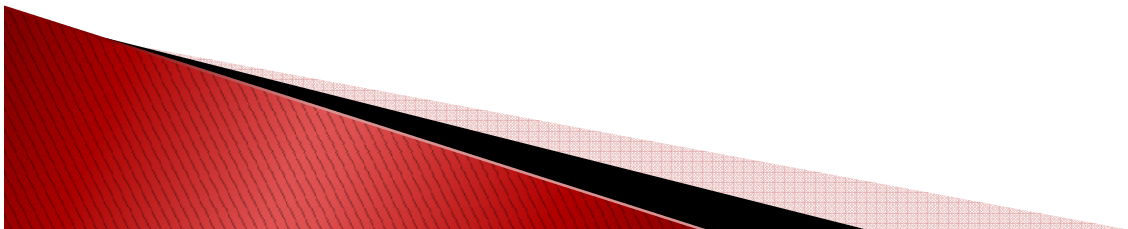
★ **Application Profile and Information** -
Collects your discipline and personal
information.

★ **Narrative** - Describe your project in
detail. Answer these questions with the
scoring criteria in mind.



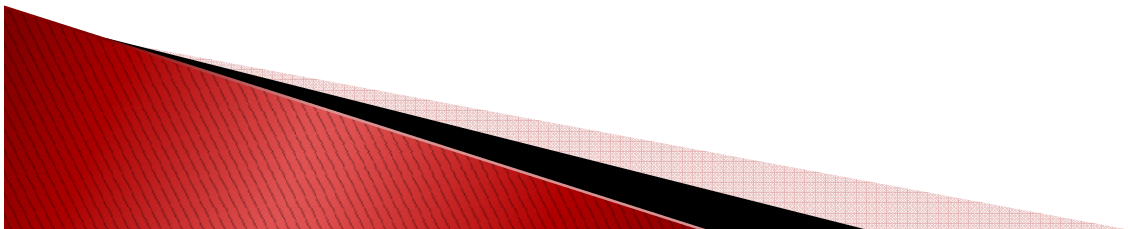
Application Pages

- ★ **Task Timeline** – Provide a detailed project plan
- ★ **Individual Budget Expenses & Income** – Enter your funding request and budget details. Totals must match.



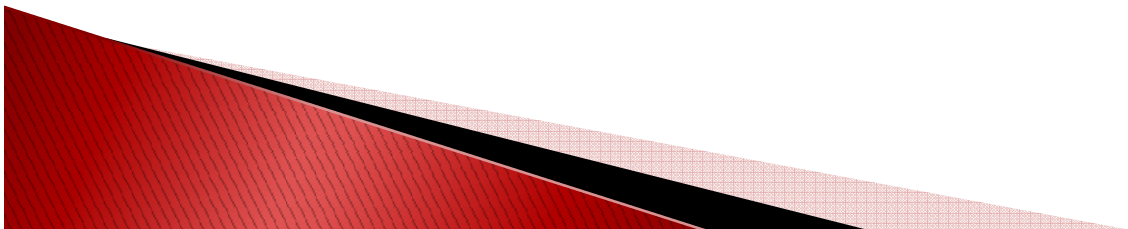
Application Pages

- ★ **Artistic Documentation** – Area to upload your images, audio, etc. See guidelines for details by discipline.
- ★ **Artist Experience** – Artists will provide a resume and short project synopsis (to be used on the IAC website if funded).



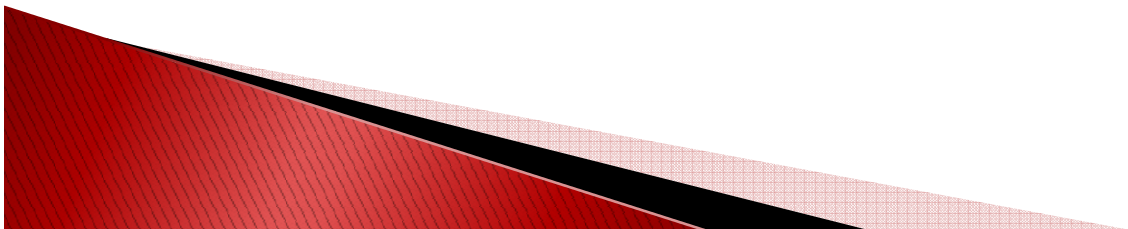
Application Pages

- ★ **Artist Experience** – Artists will provide a resume and short project synopsis (to be used on the IAC website if funded).
- ★ **Demographics** – Include yourself and anyone who will directly interact with the project



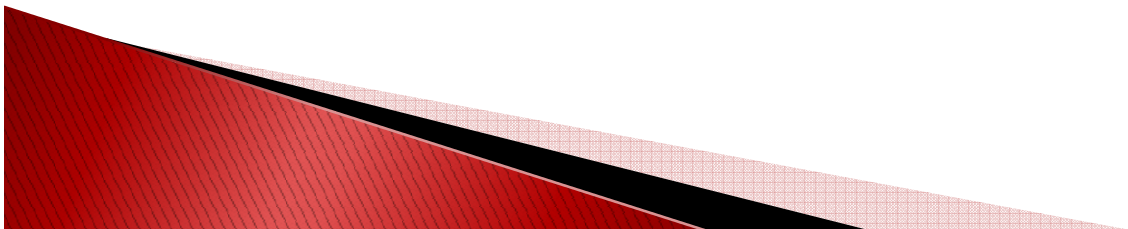
Things to Remember...

- ★ Save often by select the “Save” button at the bottom of the page.
- ★ Once you’ve started your application, you can save it, stop and go back to it at any time.



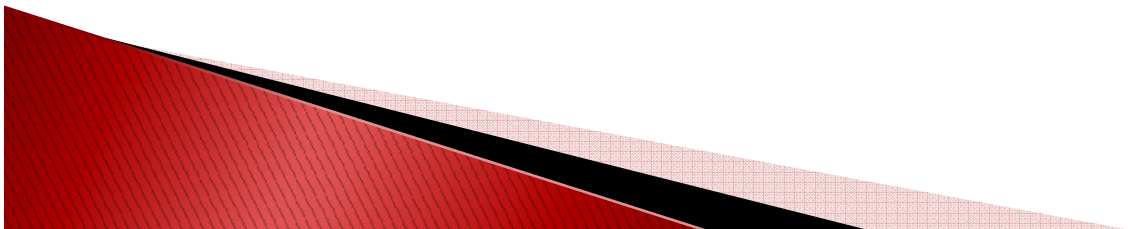
Things to Remember...

- ★ If you cut and paste from Microsoft Word, your text will not format correctly and the word count will not be accurate. Type directly into the application.
- ★ Proofread your application. Spelling and grammar are important.



Final Submit

- ★ When all information is complete, the checkbox will appear.
- ★ When you click “Submit” you will no longer be able to edit the application.
- ★ A confirmation is sent via e-mail.



Contact Information

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